

Department of Natural Resources

Information Technology Policy No.

4

Effective Date:

April 17, 2003

Subject:

**Deactivation of Inactive
User Identification**

Authorization:

R. S. 36:354

I. Policy:

It is the policy of the Department to maintain an information system that ensures that only individuals with legitimate business needs have user identifications that allow access to the system.

II. Purpose:

The purpose of this policy is to provide a process for ensuring that inactive employees, vendors with expired contracts, or other individuals who no longer have a legitimate business do not have user identification that allow access to the department's information technology system.

III. Applicability:

This policy will apply to all classified and unclassified employees, students, vendors and all contractual employees.

IV. Procedure:

The Information Technology Section will deactivate the account of any employee who has not logged onto the system in thirty day and the Undersecretary will be notified. Reactivation of an account will require written approval from the Human Resources Division.

Every September, an annual report will be issued by the Division of Information Technology to each Appointing Authority or his/her designee. These annual reports will identify all employees, vendors and contractual employees who have access to the IT system. These reports should be reviewed and returned to Information Technology certifying approval and noting any ineligible/inactive users.

V. Responsibility:

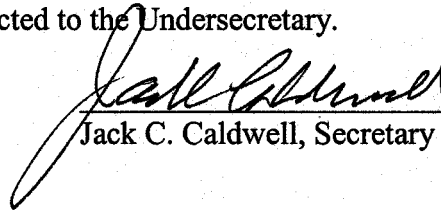
It is the responsibility of each Appointing Authority to assure that there are no ineligible user with access to the Information Technology System.

VI. Exclusions:

Exceptions to this policy must be approved in writing by the Undersecretary.

VII. Questions:

Questions regarding this policy should be directed to the Undersecretary.



Jack C. Caldwell, Secretary

4-23-03

Date

NOTE: The **Information Technology Division Policy Manual** addresses Terminated employees